

UNITED STATES DEPARTMENT OF AGRICULTURE

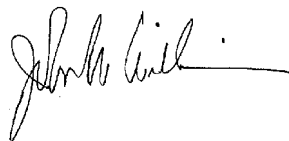
Farm Service Agency
Washington, DC 20250

Notice PM-2154

For: State and County Offices, Except AK, HI, and PR

FY 1999 BU-533R, Report 14, County Office Workday Summary

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information about FY 1999 BU-533R, Report 14.

B

**County
Combinations**

The FY 1999 Report 14:

- reflects combined data for county combinations and shared management offices:
 - in effect as of September 30, 1999
 - for which workload data was available
- will be incorrect if offices have decombined during the years covered.

C

Exhibit 1

Exhibit 1 provides a list of work items in each category on Report 14.

2 Major Change

A

**Paid-for
Workdays**

Paid-for workdays are no longer used to determine a County Office's eligibility for a Chief Program Technician position and are not shown on Report 14.

Disposal Date

August 1, 2000

Distribution

State Offices, except AK, HI, and PR; State
Offices relay to County Offices

Notice PM-2154

3 Calculations

A

Total Computed NWD's

The total computed NWD's for each year is the sum of the computed workdays in BU-533R, Report 1, Sections A and B, for the County Office. Workdays credited in work items 9067 and 9068 are **not** included. The computed workdays reflect work performed by both GS and CO County Office employees.

B

Total Adjusted NWD's

The total adjusted NWD's for each year shown on Report 14 is the total computed NWD's minus:

- workdays reported for COC
- workdays reported for CMC
- 219 workdays for CED's time.

Note: AL, GA, and TN were pilot States for the transfer of payroll data to NFC. Adjusted workdays for these States are **not** correct.

4 Action

A

State Office Action

State Offices shall distribute Report 14 to County Offices within 10 calendar days after it has been received.

B

County Office Action

County Offices shall use Report 14 as a guide to:

- balance work assignments
 - ensure that grade-controlling duties occupy a substantial portion of the employee's time.
-

C

Contact

State Offices may contact Marilyn Pate, through EDSO:

- if there are questions about Report 14
 - to obtain a corrected Report 14 for county combinations and shared management offices effected after September 30, 1999.
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Work Items by FY 1999 BU-533R, Report 14 Category

This table shows the work items included in each category on the FY 1999 Report 14.

Report 14 Category		Work Items Included			
I. Conservation	Total	0222	0507	0517	0528
		0223	0508	0522	0530
		0501	0509	0523	0532
		0504	0512	0526	2008
		0505	0515	0527	
	CRP	0526	0528		
		0527	0530		
	ECP	0515	0517		
	Other	0222	0507	0522	
		0223	0508	0523	
		0501	0509	0532	
		0504	0512	2008	
		0505			
II. Total Price Support		1503	1603	1608	1707
		1504	1604	1702	1709
		1507	1605	1703	1710
		1601	1606	1705	
		1602	1607	1706	

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Work Items by FY 1999 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
III. Commodity Production	Total	0307	0318	1101	1201
		0310	0337	1102	1202
		0311	0370	1103	1203
		0312	0371	1104	1204
		0315	0372	1105	1205
		0316	0373		1206
	Tobacco	1201	1203	1205	
		1202	1204	1206	
	Peanuts	1101	1103	1105	
		1102	1104		
	Feed Grains/Wheat/ Cotton/Rice	0310	0312		
		0311	0337		
IV. Compliance Office	Office Disaster Activities	0315	0371		
		0370	0372		
	Field Visits for Disaster Programs	0316			
		0373			
	Other	0307			
		0318			
	Total	0206	1404	1417	
		1401	1410		
		1402	1415		
	HELC/WC	1402	1417		
		1415			
	Office Measurement Services	0206			
	Other	1401	1410		
		1404			

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Work Items by FY 1999 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included		
V. Compliance Field	Total	0202 1405 1406	1407 1408 1412	1416 1701
	Measurement Services	0202		
	Commodity Loan Inspections	1701		
	Aerial Compliance	1412		
	Administrative Field Visits	1405 1406	1407 1408	1416
VI. Administrative	Total	0101 0102 0112 0113 0114	0115 0116 0117 0119	0201 0203 0204 0205 0401
	Claims	0113 0114	0115 0116	
	Other	0101 0102 0112 0117	0119 0201 0203	0204 0205 0401
VII. Total Automation		0111		
VIII. Total Dairy		1801		
IX. Total Wool		1901		

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Work Items by FY 1999 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
X. Total Livestock Assistance Programs		2001	2006	2013	2017
		2003	2010	2014	2018
		2004	2011	2015	2019
		2005	2012	2016	
XI. Common Programs	Total	0301	0304	0339	0342
		0302	0306	0340	0343
		0303	0336	0341	0344
	Payment Limitations	0304	0340	0342	0344
		0339	0341	0343	
	Farm Records	0302	0303	0306	
	Reconstitutions	0301			
	Bankruptcies	0336			
XII. Total Crop Insurance		0118	0226	0229	0351
		0210	0227	0230	0352
		0225	0228	0231	0353
				0350	0354
XIII. Farm Loans Program Total		0701	0713	0725	0811
		0702	0714	0726	0812
		0703	0715	0801	0813
		0704	0716	0802	0814
		0705	0717	0803	0815
		0706	0718	0804	0816
		0707	0719	0805	0817
		0708	0720	0806	0818
		0709	0721	0807	0819
		0710	0722	0808	0820
		0711	0723	0809	0821
		0712	0724	0810	
XIV. Total Other		0103	1418		